

## CERTIFICATE OF CORRECTION

Any Charter document filed with the Department under Titles 1 through 5 or Titles 8 and 10 that contains any typographical error or other error, may be corrected by filing a certificate of correction. The filing fee is \$25 for standard processing or \$75 for expedited processing.

**First - Entity name:**

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**Second - The title of the document being corrected is:**

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**Third - The name of each party to the document being corrected is:**

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**Fourth - The date that the document being corrected was filed is:**

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**Fifth - The provision in the document as previously filed:**

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**Sixth - The provision in the document as corrected:**

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**I hereby certify under penalties of perjury that the affirmation statements are, to the best of my knowledge and belief, true.**

**This certificate of correction shall be executed in the same manner in which the document being corrected is/was required to be executed at the time of the filing of the certificate of correction.**

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**Signature / Title**

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**Signature / Title**

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**Signature / Title**

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**Signature / Title**

State of Maryland, Department of Assessments and Taxation  
301 West Preston Street, Room 801  
Baltimore, Maryland 21201

## INSTRUCTIONS FOR FILING CERTIFICATE OF CORRECTION

**First:** Enter the name of the business entity as it currently appears in the records of the Department. If you are correcting an error in the name of the business entity, you must enter the name *prior* to the correction (enter the erroneous name).

**Second:** Insert the name of the document or filing that you seek to correct. If you are correcting a formation document, enter the name of that document (e.g., “Articles of Incorporation” for corporations, “Articles of Organization” for LLCs). If you are correcting an amendment filed on the charter, insert “Articles of Amendment.”

**Third:** The parties to the document are either the person or people named as incorporators, organizers or authorized people or the names of all business entities involved in a transaction incident to the filing. For Articles of Merger, the parties are all merging entities and the successor entity, for Articles of Sale and Transfer, the parties are the transferor entity, transferee entity/entities/persons, for Articles of Conversion the parties are the converting entity and the resulting entity.

**Fourth:** Insert the date (month, day and year) that the document you are correcting was filed with the Department of Assessments and Taxation.

**Fifth:** Enter the language in the document that needs to be corrected. The provision being corrected should be inserted here *exactly* as it appears in the filing that is being corrected. If the correction being made is to the execution of the document, state that here and also state the manner in which it is incorrect or defective.

**Sixth:** Enter the language or provision as it should appear (enter the correct name, word, number, etc. as it should have appeared in the original filing). If the correction being made is to the execution of the document, leave this blank or insert “n/a.”

**Execution:** A Certificate of Correction must be signed in the same manner as the document being corrected is required to be signed. The number of people signing the document and their titles will depend upon the filing that is being corrected. Below is a list of the most common documents corrected by a Certificate of Correction and the titles of the person signing. This list is NOT exhaustive so if the document you are correcting is not listed below, please refer to the instructions to that document or the Maryland statute that controls that documents’ execution.

- Articles of Organization: Authorized Person
- Articles of Incorporation: Incorporator
- Articles of Incorporation for a Religious Corporation: Trustees (at least 4 trustees)
- Articles of Amendment for LLC: Authorized Person
- Articles of Reinstatement for LLC: Authorized Person

**NOTE** The filing fee for a Certificate of Correction is \$25 for standard processing (4-6 weeks) or \$75 for expedited processing (within ten business days of receipt by the Department) The filing fee must be paid by check or money order made payable to “SDAT.”